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# COVID19 RISK ASSESSMENT

# Return to School (Autumn Term)

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| **Location/Premises/School:** Ysgol y Deri | **Date: Wednesday 18th November 2020** |
| **Completed by:** Dave Howell  Director of Support Services | **Review date:** As and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc |
| **Activity/Description/Area:** Ysgol y Deri is a school that caters for 360 pupils. The building is made up of a ground floor and a first floor. Both these levels are connected by stairs and lifts to accommodate pupils of all abilities.  Classes and staff within the school are split up into smaller contact groups. Minimising contacts and mixing between pupils and staff reduces the possibility of transmission of COVID-19. Maintaining distinct contact groups that do not mix makes it easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.  Classes have been organised into contact groups. In most cases two classes form a contact group for lunch times, playtimes and specialist sessions such as Launchpad and learning coach/ELSA sessions. There is one contact group with 4 classes and one contact group with 3 classes. Classrooms will have forward facing desks wherever possible. Staff will maintain a safe distance from pupils and other staff wherever possible. Where COVID19 social distancing is not possible staff are to wear PPE face covering. Students will be kept in class groups and contact groups for the majority of school time. They will be in mixed groups for transport.  Pupils and staff based in contact groups will only be able to access parts of the school timetabled for them and remain in their contact groups, reducing the number of pupils and staff coming into contact with each other and the areas that they access.  Transport groups in and out of school will determine which pupils also come in contact with each other. Please read and be aware of local authority protocols (**web links below**). These differ for different authorities but as the majority of pupils are based in the Vale of Glamorgan this has more of an impact in the number of pupils attending the school and the pupils and staff they come in contact with.  **Vale of Glamorgan transport information:**   * **School Transport (main website page):**<https://www.valeofglamorgan.gov.uk/en/living/transportation/school_transport/School-Transport.aspx> * **Vale of Glamorgan Council’s Risk Assessment for School Transport (Sep-20):**<https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Risk-Assessment-Sep-20-English.pdf> * **Vale of Glamorgan Council’s Guidance for Parents, Carers and Learners:**<https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Operations-from-Sep-20-Parents-Carers-and-Learners-English.pdf> * **Vale of Glamorgan Council’s Guidance for Drivers and Passenger Assistants:**<https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Operations-from-Sep-20-Driver-and-Passenger-Assistant-Requirements-English.pdf>   **Note: Staff requiring additional guidelines or needing to follow additional** COVID19 **protocols will receive an individual risk assessment with additional support protocols and instructions that they are advised to follow. After not accessing full time education/employment for a long period of time the well-being of pupils and staff are even more so a priority and their needs will need to be continually assessed and the well-established school’s support strategies offered when support is/may be needed.**  Staff identified as needing to go between COVID19 socially distancing groups will sign a track and trace register when entering a specific classroom so that if a member of staff or pupil is identified as exhibiting any COVID19 symptoms or is identified as having Covid19 all staff that have entered that area will be identified.  Wherever possible classes will be arranged so that pupils have a minimum of 1 metre between them with space for staff to be able to move around and socially distance. Wherever COVID19 socially distancing is not able to be maintained staff are to follow the pupil’s individual risk assessments and wear the identified PPE.  Staff such as Learning Coaches/ELSA, the Pupil Support Team (Behaviour Support) that have regular meet and greet times with pupils as part of their individual pupil’s regulation times or movement breaks are to arrange remote sessions via technology programs identified by the school. For pupils that this system has been used and has been unsuccessful their individual risk assessments must detail the alternative arrangements and must be authorised by a member of the wider SLT prior to being implemented so that they are in-line with COVID19 protocols (**staff authorising alternative pupil protocols to physically or digitally sign off on the pupil’s individual risk assessment.**) Launchpad team and Learning Coaches/ELSA’s will have a pupil/class timetable identifying which pupils they have come in contact with, when and where so that track and trace can be implemented. Timetable will include time to clean down after sessions.  **Social distancing is to be in place wherever possible with the exception of supported personal hygiene, hoisting, feeding and repositioning. On these occasions aprons, gloves, visors and medical masks (Type llR) must be worn.**   * Stay at least 1 metre plus apart. * Three layered nose and mouth masks are made up a **1.** Outer-Water resistant **2.** Mid-Filter **3.** Inner-Water absorbent. Masks must be medical masks to Type IIR standard. * Three layered nose and mouth masks are compulsory and must be worn at all times  Please see link and diagram on ***page 16.*** * Wash your hands with soap and water often – do this for at least 20 seconds. ***Please see diagram on page 17.*** * Wash hands before and after using gloves. * Hand dryers in all toilets are to be turned off and not used. Paper towels provided to prevent water droplets being sprayed around when using the hand dryer. * Cover your mouth and nose with a tissue or your sleeve **(not your hands)** when you cough or sneeze. * Use hand sanitiser gel. Located on entering the school building and before entering every classroom. * Masks must be disposed of in the yellow bags in reception and classrooms. **They are NOT to be placed in any other bins.** * Put used tissues in the bin immediately. **Specific bins (yellow) will be provided for tissues and wash your hands afterwards.** * Staff can wear their own face coverings/masks providing they are a 3 layered and cover their nose and mouth. Alternatively, masks can be located at reception, both face masks and medical masks (Type llR). Medical masks (Type llR) must be worn when supporting a pupil during personal care. * When carrying out personal care of students, staff must wear a visor, disposal apron, gloves, and a 3 layered nose and mouth mask (Mask Type llR fluid repellent and not masks that staff have made or purchased themselves) * Staff should bring a change of clothes to work. In the event that contact is made with a pupil who displays possible Covid19 symptoms and PPE does not prevent mucus or bodily fluids making contact with staff clothes. If this should occur staff should change clothes. * **A face visor will also be required to be worn when working with some identified students and at times and when pupils are eating. These can be obtained from reception.**   This risk assessment takes into account the following Welsh Government operational guidance:  <https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>  **GUIDANCE:** Visit <https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm>  **TESTING:** Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  PPE: Non-medical face masks are not regarded as PPE. Medical face masks should be used for intimate care.  **Please read in conjunction with:**   * **Ysgol y Deri COVID19 risk assessment** * **Ysgol y Deri Building risk assessment** * **Pupil’s individual risk assessment (RAB), including COVID19 section. (prioritising pupils you come in contact with)** * **Pupil’s Behaviour Support plans(if applicable)**   Some information may be duplicated in these risk assessments to make sure staff and pupils follow up to date Covid19 safety advice. | |

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom** | **Action by when** | **Date action completed** |
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| 1. Spread of Coronavirus | Staff & pupils  Not following Welsh Government guidance | * Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home: * **New continuous cough.** * **High temperature.** * **Loss of / change in taste or smell.** * No pupils / staff to attend school if they: * **Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days.** * **Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.** * Robust hand and respiratory hygiene including ventilation. * Continue with the increased cleaning arrangements. * Active engagement with Test, Trace, Protect * Reduced contact and maximise distancing between those in school wherever possible and minimise potential for contamination will be achieved by grouping the classes into contact groups and timetabling areas that are accessed by the pupils. | * Ongoing monitoring. * Staff to contact school. * School to identify which staff/pupils have come in contact with staff/pupil who have possible symptoms. | Staff  Wider SLT | Ongoing | Ongoing |
| 1. Prevention of Coronavirus | Staff & Pupils | * Regular communication with staff, parents, guardians etc. * Minimise contact between individuals as much as possible: * **Younger pupils and older pupils:**   **separating groups made up of 2 classes, with one exception of the 4 classes in area D and contact group 10 of 3 classes.**   * On entry to school staff to put on IIR face masks. Masks are available at each entrance. * Cleaning hands thoroughly more often than usual with soap & water / hand gel – on arrival at school, returning from breaks, during a change of room and before/after eating. * Good respiratory hygiene by promoting “Catch it, Bin it, Kill it”. * Continuing with enhanced cleaning, particularly frequently touched surfaces & outside equipment. * Wearing appropriate PPE (see below). Each pupil has an individual risk assessment and staff identified as needing additional provisions will also have an individual risk assessment. * Ensure appropriate ventilation   All windows to be open at all times during working day.   * **Adaptions to work spaces:**   **Within classroom:**   * Small adaptations to the classroom made to support distancing where possible, including sitting in a row, spaced apart and facing forwards. * Move unnecessary furniture out of classrooms to give more space. * Maintain a distance & reduce the amount of time they are in face-to-face contact * Ideally, adults to maintain a 2-metre distance from each other and from pupils. * Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone   **Elsewhere:**   * Keep contact groups apart. * Avoid large gatherings such as assemblies or collective worship with more than one group. * Movement around the school to be kept to a minimum. * Avoid creating busy corridors, entrances and exits, use timetable and staggered time to avoid this. * Staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups). * Shared staff spaces with distancing from each other; keep use of staff rooms to a minimum. Cleaning areas before leaving. * Cleaning down at the end of the school day. * Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, etc. Books and other shared resources should be cleaned and rotated. * Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly. * Hand dryers are not to be used in toilets to prevent water droplets being sprayed around. Paper towels are provided. | * Ensure sufficient hand washing/hand gel ‘stations’. * Supplies of tissues & bins to be made available. * Pupils will have access to toilets for different contact groups wherever possible and ensure toilets are cleaned as part of a cleaning regime. * Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups. | Teachers  Wider SLT  Teachers  Wider SLT  Staff | Ongoing  1/9/20  Ongoing | Ongoing |
| 1. Ventilation |  | * **All occupied areas of the school are to be ventilated.** * **Ventilate areas directly through opening to outside air where ever possible.** * **All Windows to be open/ajar** * Staff not to spend extended periods of time in areas that are not ventilated. * Avoid ventilating between adjoining areas (e.g. opening doors) to avoid cross contamination unless one of those areas does not have direct access to outside air. | REF:  CIBSE COVID 19 Ventilation Guidance V4   * Staff to have warm clothing available just in case temperature drops due to change in weather condition when ventilating occupied rooms. | Staff | On-going | Ongoing |
| 1. Staff entering school | Staff | * All staff entering Ysgol y Deri are to use hand sanitiser gel and put on Type IIR 3 layered face mask and wear throughout the day. * **Staff are to enter and exit the school via the external doors that have hand sanitisers. Social distancing to be in place wherever possible.** | * Consistent monitoring. * Social distancing. | Class team | Ongoing | Ongoing |
| 1. Pupils displaying behaviour that increases the chances of spreading COVID19. | Staff & pupils | * All pupils to have an individual risk assessment which needs to be reviewed by the class teacher on a regular basis. All relevant staff to be notified of changes. * If behaviour warrants it, pupil to have a behaviour support plan detailing the responses and actions to be taken to reduce the possibility of spreading COVID19. * Please share BSP with any staff that comes in contact with the pupil. * Consult with BST/HOD * Pupils who have regular meet and greet with the BST to have access times via remote access programs identified by the school. * Pupils who require face to face meetings, wherever possible the BST will pre-arrange the meeting to make sure social distancing can be maintained. Staff are to take pupils to BST room, drop off and pick up at the office door. * If BST access the class to do observations PPE must be worn. When BST are called when all strategies have failed the BST member’s name must be entered on the class track and trace register. * If a member of the BST is called to support an incident, they must wear PPE whenever possible and the PPE must be removed and replaced on leaving the incident. * If the Behaviour Support Team are called to a pupil for an incident a BSP must be written so that any further incidents are minimised, and the risk of further incidents reduced. BSPs must be shared with all staff who come in contact with the pupil. * BST call outs need to be recorded on BehaviourWatch. On BehaviourWatch there is a button that notifies BST that you would like to discuss the incident further. Call outs will be reviewed in the weekly BST meeting. * ARM (BST support button) information will be collated at the end of each week to identify actions for the following week.) * Staff access fobs to BST and Launchpad room has been reduced to essential staff needing access to these areas, minimising possibility of cross contamination. If or when a pupil has to accesses these rooms staff need to clean the areas used. * Intervention teams and BST will be divided into small contact groups. * Intervention staff are to take a track and trace book with them when they do external pupil interventions such as Forest Schools, surfing, Duke of Edinburgh and walking groups. The books are then to be kept with the lead interventions staff for that activity in their room accompanied by the room track and trace book. | * Notify teacher and Heads of Department. | Class team  BST  HODs  SLT | Ongoing | Ongoing |
| 1. Use of PPE | Staff & pupils | From 23rd November 2020 WAG guidance now states that face coverings should be worn:   * In all areas outside the classroom by staff and learners in secondary schools and colleges. * In Ysgol Y Deri Students in Year 7 and upwards will be encouraged to wear face masks. * This includes dedicated school transport for learners in year 7 and up. * By visitors to all schools including parents and carers picking up and collecting children. * Pupils individual RA /RAB/BSP should indicate strategies to support the wearing of masks where possible and state if it is not possible due to pupils presentation. * Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus. * IIR Type face mask required when undertaking routine educational activities in the classroom / school setting. PPE identified in staff/pupil’s risk assessments. * Identified staff who work across a contact group are to wear full PPE where social distancing cannot be adhered to. For example, BST, Learning Coaches, ELSA, Play therapists, Music Therapists, Sound Therapist. * **If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.** * All additions to PPE need to be approved. * In the event of dealing with a possible pupil that is thought to have Covid19 symptoms and full PPE is compromised through contact with fluids such as mucus on staff clothing it is advised that staff change their clothing. | <https://www.youtube.com/playlist?list=PLTZvaU9CIF5u27UHyACS6AqdRTPlsJ7XO>   * All staff to have information on putting on and removing PPE in the right order, safety dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection. * All staff have access had to training video and literature. | Staff  Staff | Ongoing  Ongoing | Ongoing  Ongoing |
| 1. Use of PPE and face coverings for health purposes |  | * All PPE to be worn if providing intimate care. * Non-medical face coverings are not PPE and are not to be used for personal care, movement of pupils and at dinner times and used when social distancing can’t be maintained. Where there is a chance of a pupil cross contaminating through coughing. In these incidents medical masks (IIR) visors, aprons and gloves are to be used. * Staff carrying out Aerosol Generating Procedures with pupils (e.g., PEP mask, particular suction procedures) to wear a higher level of PPE. Staff to be FIT tested for FFP mask. Staff to wear a FFP2/3 respirator mask, gloves, a long-sleeved fluid repellent gown and eye protection. These procedures must take place in a separate room that is cleaned down and not entered by anybody else for half an hour afterwards * School environment to be organised to maintained social distancing throughout the day’s routine. **Refer to buildings risk assessment.** | * Cabin in Ty Deri Car Park for isolation room * Follow IP&C Guidance from Public Health Wales. | Staff | Ongoing | Ongoing |
| 1. People at school who are unwell | Staff & pupils | * Pupils to be taken straight to the isolation space which is located in the car park of Ty Deri. They are to remain here with windows open until they are collected, supervised at a distance of 2 metres where possible. **If this is not possible, disposable gloves, apron & IIR mask (PPE mask) and visor to be worn.** * Space has been set up with cleaning materials, first aid equipment, furniture and PPE yellow bin. * Staff will be directed to use the isolation room by SLT after discussion around symptoms. * Staff to wear full PPE and **take class radio** and pupil’s bag/coat.   (If time in isolation coincides with home time class should buddy up with contact group to hear radio calls for taxi)   * Staff to complete the sign in sheet on arrival and exit. * Reception staff will radio when parents have arrived. Please take pupil to parents car. * Please use the cleaning equipment to clean all surfaces and furniture after pupil has left and dispose of PPE in the yellow bin provided. If cleaning products are low please notify Reception so it can be restocked. * Site team will unlock at the start of the day and lock up at end of the day. However, should there be an issue accessing, please contact Reception. * **The day cleaner is notified to do a deep clean of the isolation space after the pupil has left the area.** * If **a member of staff/pupil develops symptoms**they need to stay at home and arrange to have a test. * If the test comes back **positive,** they need to self-isolate for **10 days** from when the symptoms started and can then return to school (as long as they feel well and do not have a temperature). * If the test is **negative,** they can go back to school as soon as the negative result is received (as long as they feel well). * If **a member of staff/pupil has someone in their household who develops symptoms**they need to stay at home and a test should be arranged for the person with symptoms. * If the test comes back **positive,** they need to self-isolate for **14 days** from when the person’s symptoms started. If the member of staff/pupil doesn’t develop any symptoms during this time they can then return to school. If they do develop symptoms they would then need to be tested. * If the test is **negative,** they can go back to work as soon as the negative result is received.     Currently the symptoms remains as:   * Temperature * New persistent cough * Loss or change to sense of taste and smell * Engage with the Test, Trace, Protect Strategy. * If staff have been **in contact** with someone **outside of their household** who has had a positive test – this situation should be covered by the Test, Trace, Protect Strategy and anyone who is required to self-isolate in this situation would be contacted by a member of a TTP team. | * Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned. * If test is negative, they can return to school when they feel well enough to do so. * Advise H&S Team as soon as anybody in the school tests positive. * Testing for staff arranged via covid19-test@valeofglamorgan.gov.uk/ pupils can also be tested via the same process as long as parent gives their consent. | Staff  Staff / pupils  SLT  Staff.  Director of Support Services | Ongoing  Ongoing  Ongoing  Ongoing | Ongoing |
| 1. Engage with the Test, Trace, Protect (TTP) Strategy | Staff & pupils | * School will remind everybody who is showing symptoms to self-isolate and request a test. Those living with someone showing symptoms will also self-isolate * If anybody tests positive a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms. * People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation. * A positive test on site does not require closure of the school. School has placed pupils and staff in small socially distanced contact groups. * Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise. * If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately. * On notification of a positive test school areas accessed will be ascertained and the site team and school cleaners will be informed. * No access signs will be placed on the entrance to area and only removed after cleaning has taken place. | * School will be contacted by the TTP team to assist in tracing contacts * School to maintain records of all staff / pupils on site, where, when etc. Staff identified as needing to move between social groups are to fill in the register on entering the class. * School to note that a contact is defined as someone who has had **close contact**: * Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer; * Within 2 metres of the person testing positive for more than 15 minutes. * Having travelled in a vehicle with the person who has tested positive. | Head Teacher  SLT  Staff | Ongoing | Ongoing |
| 1. Identifying clusters and outbreaks | Staff & pupils | * A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19 * An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same ‘bubble’ in the school, within 14 days. * An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative. | SLT to consider:   * Adjustments to how the school is operating to facilitate infection & control measures and social distancing. * If further groups need to be asked to self-isolate e.g. class groups. * Whether to undertake an enhanced investigation including testing of a wider group. | Staff.  Wider SLT. | Ongoing | Ongoing |
| 1. Antibody testing | Staff & pupils | * All schools are currently in a programme of antibody testing |  |  | Complete |  |
| 1. Pupils & staff with underlying health conditions | Staff & pupils | * **The Welsh Government has paused Shielding from 16/8/20; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant.** * **Risk assessment to be completed/updated on those returning from the shielding group** * **Risk assessments already completed on staff in the clinically vulnerable groups.** * **Staff and pupil well-being is a primary concern for the school.**   Support mechanisms for staff include:   * Talking to leaders in school * Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; * Occupational Health Service can be contacted on 07894 326948 or 07714 397521. * Voluntary Clinical Supervision * Access to Mental Health Champions. * Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes. * Staff to be alerted to identify learners who exhibit signs of distress so that they can be supported. | * Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding. * Support can be obtained from the H&S Team and / or the OH Service. * Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of development more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with line manager and personal risk assessment put in place if required. | Head Teacher  SLT  Any staff that choose to | Ongoing  Ongoing | Ongoing  Ongoing |
| 1. Pupils with symptoms entering the school | Staff & pupils  Spreading symptoms to others | * All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions. * Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home. * Pupils to use hand gel on entering the school. | * Monitor for symptoms developing. Any child showing symptoms on arrival may be isolated in the external post 16 office until arrangements for them can be made for them to be picked up. | Staff | Ongoing | Ongoing |
| 1. Staff Transport | Staff & pupils | * Staff to avoid car sharing with work colleagues when-ever possible. If anyone should car share this information needs to be shared with school. * Face coverings to be worn on public transport. |  | Staff | Ongoing |  |
| 1. Pupil Transport | Staff & pupils | * LEA transport guide-lines link on page 1. * Pupils to remain on their transport in the morning until staff come for them. Pupils to be taken to their transport at the end of the school day. This will avoid groups of pupils and transport staff gathering. * LA transport provision has been risk assessed by Transport Services. LEA transport link on page 1. * LEA transport managers will be notified by the school of any pupils needing to isolate and their return to school date. | * LEA to be notified if a pupil accessing LEA transport is suspected of having COVID19 so that they can contact transport provider. | Director of Support Services.  SLT. | Ongoing | Ongoing |
| 1. Lack of First Aid provision | All staff & Pupils | * First aiders available. If called full PPE to be worn wherever possible; Mask, visor, gloves and apron. Identify first aiders in socially distancing groups to prevent crossing department contamination. In an emergency the staff/pupil’s well-being is priority and we have a duty of care to address those needs whilst maintaining a high level of safety to both the injured party and the first aider. First aid equipment available and adequately stocked. * Corporate accident / incident form to be completed where appropriate. | * AC1 form to be completed for accidents to staff or pupils that meet the criteria for reporting reference accident/incident reporting guidance. | First Aiders | Ongoing | Ongoing |
| 1. Administering prescription medication | Pupils | * Usual school policy / procedures to be followed by staff |  | School nurses | Ongoing | Ongoing |
| 1. On-site Traffic | All staff & pupils | * See separate traffic risk assessment for the school |  | Site Team | Ongoing | Ongoing |
| 1. Fire | All staff & pupils  Burns, smoke inhalation, asphyxiation | * Fire alarm checks to be carried out as normal. * Staff to follow normal fire alarm protocols. * Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system. * Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken. | * Support can be obtained from Fire Safety Officer on 01446 709150. | Staff | Ongoing | Ongoing |
| 1. Safeguarding | Pupils  . | * All staff aware of their safeguarding officers * All staff have been trained in the protocols of reporting a safeguarding concern. * Standard procedures to be observed including consideration of older age groups. * Appropriate site security arrangements in place. |  |  | Ongoing | Ongoing |
| 1. Building & property maintenance | All staff & pupils  . | * All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures. * Statutory inspections & servicing to continue. * Defects to be reported for remedial action. * Any areas presenting increased risk to pupils to be isolated e.g. D&T rooms. * All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked. * Good housekeeping to be maintained. * All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting. * All contractors to report to reception prior to the start of any work. |  | Site team | Ongoing | Ongoing |
| 1. Slips, Trips & Falls | All staff & pupils  Poor housekeeping | * Appropriate footwear to be worn. * Emergency cleaning (spills) procedures in place. * Good housekeeping to be maintained. | * AC1 accident form to be completed as and when necessary. AC1 form kept on school server unless the injury warrants a visit to the Doctor or hospital. | Director of Support Services | Ongoing | Ongoing |
| 1. Cleaning activities | All staff & pupils | * Maintain robust cleaning schedule of cleaning. * Enhanced cleaning of high contact areas must be arranged throughout the day. * Wash hands following any cleaning activity. * Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron, masks and visors etc. * Classroom cleaning new PPE used if come in close contact with pupils. * Staff to clean down areas at the end of the day. * Where 1:1 sessions take place outside of a contact group i.e., Learning Coaches/ELSA, Play therapy/ Music Therapy/ sound Therapy. All surfaces and any shared resources are to be cleaned between sessions. * If a positive case occurs the site team and cleaning company are notified of the areas. No access signs are placed up at entry point until area has been deep cleaned. | * Notify day cleaner if needed. * Deep cleans are available if and when required. * COSHH assessments and slide deck are available to staff who are carrying out cleaning duties. | Cleaning team.  Staff | Ongoing | Ongoing |
| 1. Lunch times | All staff and pupils | * Kitchen staff to adhere to social distance and wear PPE where social distancing is not possible. * Whole school to have staggered times for lunch to allow access to outside areas. Each contact group allocated an area and a time slot. * All pupils to eat within their contact group areas. (class or corridor not dinner hall). * Staff to wash hands before collecting lunches. * Staff to collect hot meals from kitchen hatch on trollies and take to contact area. * Staff to collect ‘grab bags’ from kitchen door and take to contact group area. * Staff to form socially distance queue when collecting pupil lunches. * If a contact group or pupil is isolating then EFSM is informed so that appropriate support is provided to the family. (via R Webber). | * Ongoing monitoring. * Catering staff to following catering guidelines for kitchen and meal preparation. | Staff  Wider SLT  Catering staff | Ongoing | Ongoing |
| 1. Coffee Shop |  | * Social distancing to be adhered to when in the kitchen area, or PPE to be worn. * Cleaning of all surfaces on regular basis. * Staff to order in advance via email or phone, where possible, with time specified for collection. * Staff to sanitise hands on entry. * Sanitiser at entry point, till and sugar bar. * Staff to adhere to socially distanced queuing system. * Staff to collect pre-ordered items from the coffee shop hatch in the dinner hall. * Coffee shop set up with barriers to ensure a one-way system and social distancing. * No more than 5 people in the coffee shop at one time. | * Ongoing monitoring. | Staff  SLT  School Catering staff. | Ongoing | Ongoing |
| 1. Lack of staff, reduction in supervision | Staff & pupils  Lack of supervision, increase in accidents, increase contact | * Maintain supervision levels as far as practicable at all times. | * LSA Managers understand levels of staff needed in each department and what skill set is needed throughout the school. * Good communication with HODs and LSA managers means the protocols in place are pro-active and rarely re-active. | Teachers.  LSA Managers.  HODs. | Ongoing | Ongoing |
| 1. Verbal / physical abuse | Staff & pupils | * Experienced staff. * Staff familiar with children to be present. * Individual pupil risk assessment in place or/and Behavior support plan when needed. * Staff with additional training employed where appropriate. * BST on-call. Use phone or ARM on-call button for support as a last resort during Covid19 period, Remote meet and greet with “safe adult” to be in place to reduce pupil’s anxiety. | * BSP may be needed, observations may lead to PBS. | Teachers  HODs  BST | Ongoing | Ongoing |
| 1. Educational visits | Pupils | * Off site visits must follow strict Covid19 protocols. Track and trace books and cleaning pack is to be collected at the same time as the vehicle keys. Vehicle to be cleaned after use. * Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <https://oeapng.info/> | * RA will be updated on receipt of further guidance. |  |  |  |
| 1. School uniform |  | * All pupils to wear school uniform from the Autumn term. |  | Parents  Teachers | Ongoing | Ongoing |
| 1. Contingency planning | Staff and pupils | * Plan in place for the possibility of a further lockdown. | * Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks. | Head  Teacher  SLT |  |  |
| 1. Visitors including other professionals | Staff and Pupils | * Visitors are limited and only permitted on an essential basis. * Visitors to confirm they have no Covid symptoms. * Visitors are asked to use sanitiser on entry and put on appropriate PPE (face mask) which may be supplied by school. * Social distancing to be adhered to at all times. * All visitors to register with the office staff giving details of where or who they have come to visit and contact details so that they could be traced should the need arise. * Where appropriate visitors will have access to a designated room where cleaning protocols apply. |  | Staff  Wider SLT | ongoing | ongoing |

**SLT RA COVID19 ON SERVER**

**Diagram One**

A close up of a device

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<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

**Diagram Two.**

A close up of a logo

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